Project AJAN. 7d

28 July 1969

Research Resources -- Their Development, Control and Use

1. What publications or data including analogs do you receive regularly and use to support your intelligence analysis and production activity? What is the approximate monthly volume of each?

Volume and Percentage
Retained**

Rank*   Open Source   Intelligence

Newspapers

25X1

Periodicals

Monographs

Books

Reports

25X1

NSA Communications Intercept Reports

IR Attache Reports

SIGINT Tapes and Reports

State Airgrams

State Cables

NPIC -- OAK - IPIR

OAK Supplement

Photo Interpretation Reports

Open source (identify)

*Rank the three most useful/least useful sources, 1, 2, 3/ ①, ②, ③. Feel free to list 5 at either end if this is furnished freely.

**What percentage of these receipts results in entry to your personal or organizational files whether by abstract or extract from the (document or the retention of the entire document? 15 % \component

2. How is the volume and the content of your

receipts controlled?

✓ - By personal or organization /component subscription

and purchase?

✓ - By reading requirements levied on a dissemination

service?

•What service(s)? NPIC · LIBRARY

- By direct control to the source (of intelligence

items) to furnish specific items?

What source(s)?

3. What are the physical characteristics of the file?

✓ Documents in safes, extracts or proxies

✓ Open storage of books and monographs

✓ Magnetic tape or other magnetic media

4. What documents by type do you most often seek to

recall from your personal file, least often?

5. How is your personal or organizational file

organized?

Indicate basic control of file and secondary

and tertiary elements to the extent they are

visible in the file.

File cross-indexed?

6. How is your personal or organizational file maintained?

What purge criteria are used? *Updated information*

Are systematic summaries of the file content developed? *No*

Have you clerical or semi-professional assistance in the maintenance of the file? *No*

Do you accept inputs for your personal or organizational file from other analysts/ organizations? *Yes*

Can and do others in the organization retrieve information from this file readily? *Yes*

7. How are your personal or organizational files used in the intelligence analysis or production process?

- As an index to publications where you can obtain relevant information. *No*

- As a source of information required for a particular activity. *Yes*

- As a summary of information required for a particular activity. *Yes*

- As a method of approach to a particular problem. *Yes*

- As an authority for a particular proposition or statement. *Yes*

- Other

8. Do you use other personal or organizational files in the intelligence analysis or production process?

Whose files? _NPIC Library & Reading Panel_

How are these files used? _Reference_

Do you input any such files? _Some documents are abstracted._

Are they as productive as your personal files? _NO_

If not, why not? _Personal files are specialized_

9. What product(s) created by your organization do you produce or contribute to directly? _OAK, PIR & Briefing board notes._

10. What factors are critical to your choice to maintain a personal or organization information system.

- No other reference facility available for this data.

- File building is a means of personal and professional education, it identifies those elements particularly or uniquely relevant to my work.

- Available reference services are useful for certain functions which are not time dependent, but where rapid reference is needed in a context where I'm personally responsible, I want my own files.

11. Would you use a central file system for which you could determine in part what would be indexed, assuming said file system was well organized, provided a large degree of interaction between data you have developed and that of others at appropriate intellectual and security levels, and was able

to respond to requests on your data on a quick basis? *Concept is fine. Would need to know more to answer.*

Which of these characterisitcs are most important? *Specificity & timeliness of information*

Are there other characteristics such a system would have to provide?

What do you consider an adequate response time for such a system? *4 Hours*

What percent of your files do you feel could be included in such a file? *30%*

-5-

23 July 1969

ATTACHMENT

Questionnaire for Established ADP Applications

1. Given the fact that you now have one or more
ADP applications which are operating and providing assistance
to your intelligence production activity. Briefly describe
them and also answer questions (a) through (d) for each
application.

(a) What major improvements in your product
or activity have resulted from the application?
How specifically has it helped. Have there been
any improvements in the quality or quantity of
product, the timeliness of response, etc.?

(b) What improvements would you like to
effect in the application?

(c) What aspects of your ADP application,
have been most burdensome? would you like
never to see again?

(d) Has the care and feeding of your
application been worth the product you have
been able to achieve from the application?

2. What major piece(s) of advice would you offer another production component contemplating the development of an ADP application to support its activity?

3. If you were charged for the ADP support currently received, would you continue to use it?

4. What additional applications would you like to see?

5. Has ADP provided you with a capability you would not have otherwise?

-2-

FROM: *A.DDI*

DATE: *7 Aug*

TO	INITIALS	DATE	REMARKS
DIRECTOR			
DEP/DIRECTOR	*3*	*8/7*	
EXEC/DIRECTOR	*2*	*8/7*	
SPECIAL ASST	*1*	*8/7*	
ASST TO DIR			
ASST TO DEP/DIR			
Feb	*4*		
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG			
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
CH/SPAD			

1 - 2, 3

[ ] was in the Bldg. Tuesday to discuss preliminary arrangements. He met with Dino & [ ] and showed them a draft questionnaire they intend using.

[ ] suggest you mention this effort at Staff Mtg.

He gave me the courtesy of an advance phone call on Monday to explain the mission. I gave him front-office blessing.

25X1

25X1

25X1

ILLEGIB

IP FM 30 (11-68) - OBSOLETE PREVIOUS EDITIONS

SURVEY OF RESEARCH RESOURCES

Data and Documentation Volumes

TYPE MATERIAL	VOLUME PER MONTH						REMARKS
	RECEIVED		RETAINED		UTILITY		
	Open	Intel	Open	Intel	Most	Least	
Newspapers							
25X1							
Periodicals							
Monographs							
Books							
Reports							
25X1							
NSA Communications Intercept Reports							
Translations (e.g. JPRS series)							
IR Attache Reports							
SIGINT Tapes and Reports							
State Airgrams							
State Cables							
NPIC - OAK - IPIR							
OAK Supplement							
Photo interpretation Reports							
Other Source (identify)							